

Nurse Aide Training Application and Requirements

This packet provides an overview of the criteria, forms and documentation required for approval of Nurse Aide Training Programs/Schools. The state and federal guidelines which govern the program are also included in the packet.

The Department of Health and Hospitals - Health Standards Section requires providers to use the curriculum approved by the department. The curriculum was devised using the state and federal guidelines as stipulated in the rule published in the Louisiana Register of November 20, 2006 (volume 32, No. 11), of May 20, 2012 (volume 38, No.05), of June 20, 2012 (volume 38, No. 6) and the Code of Federal Regulations (42 CFR 483.150). The two nationally published textbooks used to develop the curriculum "How to Be a Nurse Assistant", 4th Edition, by the American Health Care Association and "Successful Nursing Assistant Care", 2nd Edition, by Hartman Publishing. These textbooks and subsequent editions are approved and shall be used. The textbooks used to develop the approved curriculums can be obtained by contacting:

1. American Health Care Association at: www.ahca.org
2. Hartman Publishing at: www.hartmanonline.com

The following information shall be submitted for review and approval:

1. The current application form shall be completed legibly and in its entirety. It shall be signed and dated.
2. Include the following for each coordinator and instructor:
 - a. a copy of a current Louisiana nursing license or official verification of such
 - b. a current resume which provides the dates worked (month and year, at minimum) and the duties performed for each position held on the coordinator(s) and instructor(s)
 - c. a train the trainer certificate, a VTIE, CTTIE, or a transcript which verifies a master's degree or a doctorate for each individual requesting approval (any one of these documents will satisfy the requirement)
3. List the textbook chosen for this program.
 - a. Attach the "curriculum addendum", denoting the time allotted for each unit/topic of classroom instruction and clinical instruction above the minimum 80 hours (40 classroom and 40 clinical) required. Clinical instruction shall consist of skills training which directly correlates to the classroom instruction for the program.
 - b. Colleges and universities shall submit a copy of the state/board approved curriculum, denoting the objectives (form provided in the packet) and the time allotted for each of those units/topics of classroom instruction and clinical instruction. The curriculum used shall include the components of the "minimum curriculum" stipulated in the rule. Clinical instruction shall consist of skills training which directly correlates to the classroom instruction for the program.
4. If the total hours for the program exceed 80, submit the "Nurse Aide Training – Curriculum Addendum", completed in its entirety.
5. Indicate the following:
 - a. number of hours of classroom instruction and clinical instruction
 - b. instructor /student ratio for classroom instruction and clinical instruction

c. hours of operation – include times and days of the week for classroom instruction and clinical instruction

6. Submit a valid, current contract with each facility used as clinical site. **This applies only to non-facility based programs.** The contract shall:
- a. clearly indicate that the purpose of the agreement is for providing Nurse Aide Training
 - b. include the duration of the agreement, the printed name and title of the authorized individual(s) entering into the agreement
 - c. include the date signed and the signature of authorized individual(s) from each entity

If the signature page is a separate page; the name of the entities entering into the agreement as well as the signature of the authorized parties and the date signed shall appear on that page, also.

7. Provide a list of all equipment used for training (any equipment needed for simulation of resident care, including audio-visual equipment).
8. Policies and procedures relating to the following shall be submitted:
- a. pass/fail rates - a pass rate of at least 70% is required for each student
 - b. requirements to complete the program
 - c. attendance policy (example – absences allowed, make up work/time allowed, etc.)

Proprietary schools need approval from the Board of Regents in addition to approval from the Department of Health and Hospitals, prior to conducting training. The **Board of Regents – Proprietary School Section** shall be contacted, at (225) 342-4253, once approved by the Department of Health and Hospitals. The school will be considered for licensure by the Board of Regents – Proprietary School Section only after it has been approved by the Department of Health and Hospitals.

Licensed Practical Nurse (LPN) Programs and Registered Nurse (RN) Programs may have a Coordinator approved to certify students, from their programs, to the registry at the point that the students attain eligibility for nurse aide certification. Complete the application form and submit the following information on the individual(s) who will serve as Coordinator:

- a. a copy of a current Louisiana nursing license or verification of such
- b. a current resume which provides the dates worked (month and year, at minimum) and the duties performed for each position held on the coordinator(s) and instructor(s)
- c. a train the trainer certificate, a VTIE, CTTIE, or a transcript which verifies a master's degree or a doctorate for each individual requesting approval (any one of these documents will satisfy the requirement)

Preceptor Programs - partnerships established between technical or community colleges and nursing home providers for the purpose of training nurse aide students. Submit the application form and all required documentation, including a “preceptor attestation”, completed by each nursing home provider with whom you have an agreement to train.

The existing requirements for the Nurse Aide Training Program apply to the preceptor program with the exception of the partnership established between the technical or community college and the nursing home provider. The partnership allows for:

- a. a contractual agreement between the two entities whereby the technical or community college supplies the Coordinator as well as an instructor for the classroom training while the nursing home provider furnishes the instructor for the clinical training. The contract shall:
 1. clearly indicate that the agreement is for the purpose of providing nurse aide training using the “preceptor component”
 2. shall include the duration of the agreement, the printed name and title of the authorized individual(s) entering into the agreement, the date signed and the signature of the authorized individuals from each entity
 3. include the name of the entities entering into the agreement and the date signed on the signature page, if the signature page is a separate page
 4. clearly stipulate the responsibilities of the technical or community college and the nursing home provider
- b. the Coordinator from the college shall serve as Coordinator for the clinical training
- c. the instructor student ratio shall not exceed 1:23 for classroom instruction and 1:10 for clinical instruction (the ratio shall be indicated on the application)
- d. the Coordinator shall serve in that capacity at no more than 2 sites simultaneously
- e. the preceptor shall devote, at least 20 hours per week, to the students
- f. the nursing home provider shall **immediately** notify the technical college of the possibility of receiving a sanction which would render them ineligible to train; as well as notify the technical college **within 5 working days** of losing the eligibility to train

A certificate of completion shall be issued to each student upon completion of the regular Nurse Aide Training Program or the Nurse Aide Training Program utilizing the “preceptor component”. The certificate shall include the name of the Nurse Aide Training Program/School, the date the program began and the date the program ended. It shall also state that it is a “DHH Approved Program” and it shall be signed and dated by the coordinator and the instructor. The certificate of completion issued to students completing training in a preceptor program and the competency evaluation shall be administered by the technical or community college.

Train the Trainer classes may be scheduled by contacting any of the instructors approved by the Department of Health and Hospitals. A list is available at:

<http://www.dhh.la.gov/cnadsw>
search for: “train the trainer”

Nurse Aide Training Schools (non-facility based programs) will be surveyed one (1) year after initially approved by the Department of Health and Hospitals and at least once every two (2) years thereafter. Facility-based “Nurse Aide Training Programs” will be surveyed at the time the annual survey is conducted. Licensed Practical Nurse Programs (referred to as “LPN ONLY Programs”) and Registered Nurse Programs (referred to as “RN ONLY” Programs) will need to complete and return a self report form when the survey is due. The self report form will be mailed from this office. Programs not meeting minimum requirements may be terminated if the program does not provide an acceptable plan for correcting deficiencies. Preceptor programs will be surveyed annually, in conjunction with the nursing home survey.

IMPORTANT NOTICE

The approved curriculum meets the minimum requirements of 80 hours (40 hours of classroom instruction and 40 hours of clinical instruction) for the Nurse Aide Training Program. It is always acceptable to exceed the minimum training requirements; however, any additions to the approved curriculum will require review and approval. Guidelines regarding delegation of tasks to non-licensed personnel, stipulated in the Louisiana Nurse Practice Act, are located in the Louisiana Revised Statutes [R.S. 37:913 (14)(f)] and in the Louisiana Administrative Code (LAC 46:XLVII.3703). Additional information regarding delegation of tasks may be obtained from the Louisiana State Board of Nursing at: <http://www.lsbnp.state.la.us/>

NOTE: Any falsified documents submitted to this office will be forwarded to the Office of the Attorney General for possible prosecution. All required information (completed application and attachments) should be submitted to:

Nurse Aide Training Program Manager
DHH – Health Standards Section
P. O. Box 3767
Baton Rouge, La. 70821-3767